

Nebraska Commission on the Status of Women
Administrative Asst. Staff Report
Submitted by Rebecca Nelms
10/18/06

- Basic Office Work
 - Ordering office supplies (ongoing basis)
 - Issues files
 - This is an ongoing project. The files are alphabetized, and files are made for new issues that come in frequently.
 - Correspondence
 - I have typed rough drafts of correspondence for Executive Director Good to work into a final version.
 - Packets and communications to Commissioners
 - Set up teleconference for the Executive Committee
 - Set up appointment with Attorney General's office for the Women Under the Law Committee to discuss legal rights handbook
 - Action Alerts/Information alerts
 - In addition to Action Alerts, I have sent out pertinent information to Commissioners and Friends of the Nebraska Commission on the Status of Women.
 - Commissioner survey compilation
- Women of Distinction Event
 - Copies of all nominees bios to the Women of Distinction Committee.
 - Helped word the bios of the winners that appeared in the program
 - Put together mailing lists of invitees, and got invitations mailed out to those invitees
- Budget
 - Assistance with entering budget numbers
 - Assistance with printing and copying the budget
- Research work
 - Education
 - *Nebraska Flunks College Affordability Test* (NE Statepaper.com)
 - *Measuring up 2006: The State Report Card on Higher Education, Nebraska* (The National Center for Public Policy and Higher Education)
 - Earnings
 - *Earnings of husbands and wives in dual-earner families* (Monthly Labor Review)
 - *Women in the Labor Force: A Databook* (US Department of Labor)
 - Social/State Assistance
 - *The Labor Market Effects of Welfare Reform* (University of California, Berkeley)

- Retirement
 - *Private Pensions: Implications of Conversions to Cash Balance Plans* (US General Accounting Office)
 - *Women's Savings Could Run Out* (The Dallas Morning News)
 - *Millions of US Women May Run Out Of Retirement Savings* (Society of Actuaries)
 - *Key Findings and Issues: The Impact of Retirement Risk on Women, 2005 Risks and Process of Retirement Survey Report, August 2006* (Society of Actuaries)
- Various news articles that relate to women and work
- Updating the Women's Legal Rights Handbook
- Information Requests/Referral for Assistance
 - I have answered 39 requests for assistance (please see attached referral sheet for more detail)
 - Commissioner Heusman was very helpful with one of the referrals. I found a computer for a disabled woman but had to get it from Cozad to Lincoln. Thanks to Commissioner Heusman and her son-in-law that happened.
- Legislative Duties
 - Identified Legislative Interim Studies that related to women.
 - Monitored interim studies
 - Communication with the Home and Community Committee regarding interim studies that were coming up for a hearing
 - After communication with Committee everyone realized that the NCSW has no policy regarding testimony/monitoring of interim studies and legislation
- Event Participation
 - Briefing on who we are and what we do at NCSW for professional women and one man from Russia.
 - Prepared packets that had information on our State Legislature, statistics, and contact information. Also brought enough copies of the *Progressive Platform for the States 2006* put out by the Center for Policy Alternatives.
 - Women Work! meeting at the Ferguson Center
- Training
 - NIS training
- Meetings
 - July 12, 2006 quarterly meeting
 - Met with Nebraska Online (with Executive Director Good and Pat Funk of AAUW) regarding the survey on the NCSW website
 - Independent agency meeting, directed by Frank Daley (Accountability and Disclosure Commission)
 - Meeting with Judy Morgan Gaiashkibos, Executive Director of the Nebraska Commission on Indian Affairs.
 - Preparing for a meeting with Peggy King in the Governor's office